

Town of Topsfield Board of Health
Meeting of Thursday, December 18, 2014
Town Hall, 8 West Common Street, Topsfield, MA 01983

Meeting Minutes

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25, written notice posted by the Town Clerk and delivered to all Board members, a meeting of the Topsfield Board of Health, Thursday, December 18, 2014 at 7:30 pm in the Conference Room of Topsfield Town Hall..

Board of Health Members present: Chairman William Hunt Esq; Clerk Sheryl Knutsen RN; Vincent Guerra MD; Gerald Topping PE.

Others present: John Coulon RS, Health Agent; Susan Winslow, Minutes Secretary; Richard Gandt, Selectman; James Scanlan PE, Scanlan Engineering; Christopher Cole and Susan Cole representing 21 Pemberton Road; Joseph Collins Esq., prospective Board of Health Member.

ABBREVIATIONS:

CDC: Center for Disease Control	MHOA: Massachusetts Health Officers Association
CEU: Continuing Education Units	MRC: Medical Reserve Corps
DEP: Department of Environmental Protection	NEMMC: Northeast Massachusetts Mosquito Control
DPH: Department of Public Health	PE: Professional Engineer
EDS: Emergency Dispensing Site	PHEP: Public Health Emergency Preparedness
EP: Emergency Preparedness	RN: Registered Nurse
EPA: Environmental Protection Agency	TBOH: Topsfield Board of Health
ESQ: Esquire	TRMRC: Topsfield Regional Medical Reserve Corps
LSAC: Local State Advisory Committee	USFDA: United States Food and Drug Administration

MAHB: Massachusetts Association of Health Boards

MAPFSE: Massachusetts Partnership for Food Safety Education

MDPH: Massachusetts Dept. of Public Health

Public Information

Agenda

Chairman Hunt called the meeting to order at 7:31 PM.

APPOINTMENTS:

Joseph Collins Esq., candidate for Board of Health Member position

Mr. Collins appeared before the Board. Mr. Coulon and Board Members gave Mr. Collins a description of Board of Health activities and the responsibilities of the Board and Agent. Mr. Collins informed the Board about his background, prior volunteer service to the Town of Topsfield, and his interest in joining the Board of Health.

Variance Request: 21 Pemberton Road

James Scanlan, PE presented Variance Requests for 21 Pemberton. The Board discussed the various options presented by Mr. Scanlan and took **no action** on this Agenda Item. Mr. Scanlan will return to the January Meeting with a revised plan and Variance Requests.

MINUTES:

Dr. Guerra left the room at 8:20 PM

November 13, 2014

The Board reviewed the November 13, 2014 Minutes.

VOTE: Mr. Topping made a motion to accept the November 13, 2014 Minutes. Ms. Knutsen seconded and the motion carried with three votes in the affirmative constituting a majority vote; Dr. Guerra was out of the room during the vote.

Dr. Guerra returned to the room at 8:25 pm.

HEALTH AGENT REPORT:

Presentation at Harvard University School of Public Health

Mr. Coulon informed the Board that on Tuesday, December, 16, he and four other representatives from the Massachusetts Partnership for Food Safety Education conducted presentations at the Harvard School of Public Health to the China Food Safety Delegation. The Chinese public health officials were visiting Harvard as part of an on-going (10 years thus far) series of educational visits to the United States. Mr. Coulon pointed out that, of the five presenters, he was the only representative of a Local Board of Health. He reported that the presentation was very well received and MAPFSE has been invited to return for further presentations at the Harvard School of Public Health.

TRMRC

Mr. Coulon reported that the TRMRC has been actively assisting with Open Gym nights at Masconomet Regional High School, working to support the healthy activity initiative of the Tri-Town Council.

Holiday Walk

Fifteen vaccinations were administered by the VNA at the December 6, 2014 Topsfield Holiday Walk. 2 Topsfield residents had just joined TRMRC and volunteered at the event. The Parks Department was noted for their assistance in moving tables and chairs for the event.

Emergency Preparedness Training

Ms. Knutsen presented two flyers she produced for upcoming Public Health Emergency Preparedness training events she is coordinating at the Gould Barn for Region 3A. Category A Bioterrorism Agents will be held on February 5 and Personal Protective Equipment will be held on February 12, 2015. Local First Responders, Boards of Health, School Nurses will be invited; capacity is 99 people.

General Activity

Mr. Coulon reported that he has witnessed three soil tests in the past two days and two septic system installations are currently underway: 18 Summer Street and 41 Alderbrook Drive. He has also worked closely with Dunkin Donuts to ensure compliance with the Food Code.

COMMUNICATIONS:

2015 NEMMC Mosquito Exclusions from Pesticide Application

Mr. Coulon presented the 2015 NEMMC Mosquito Exclusions from Pesticide Application email, General Law and Exclusion Request Form. There was a discussion about school playing fields. Mr. Coulon informed the Board that those fields are covered by the Child Protection Act, thus they cannot be exempt from pesticide application should the situation warrant a local response.

Retail Program Standards Grant

Mr. Coulon informed the Board that the Topsfield Board of Health was awarded a national Small Category Retail Program Standards Grants from the USFDA in the amount of \$2500, 1 of 8 in MA.

VOTE: Mr. Topping made a motion to adjourn at 9:12 pm. Dr. Guerra seconded and the motion carried in a unanimous vote.

Respectfully submitted,

Susan Winslow, Minutes Secretary